



**West Shore Baptist Church**

**BY-LAWS**

**Adopted: October 19, 2008**

**WEST SHORE BAPTIST CHURCH**

2025 MARKET STREET ▪ CAMP HILL, PA 17011

# **WEST SHORE BAPTIST CHURCH BYLAWS**

Adopted 10-19-08 (Corrected)

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# WEST SHORE BAPTIST CHURCH BYLAWS

Adopted 10-19-08 (Corrected)

1 **I. Name**

2 The name of the Church shall be the West Shore Baptist Church. The Church is a non-  
3 profit corporation duly organized under the laws of the Commonwealth of Pennsylvania on  
4 June 7, 1960.

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6 **II. Purpose**

7 Through the leading of the Holy Spirit and based upon scriptural truth, the purpose of  
8 the West Shore Baptist Church shall be to glorify God through:

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- 10 • Worship: Love God in celebrative worship in order to magnify His name.
  - 11 • Evangelism: Invite friends and share a caring witness as part of our life mission.
  - 12 • Fellowship: Grow together in uplifting fellowship that encourages faith and church  
13 membership.
  - 14 • Ministry: Help others by empowering growing disciples to engage in God-shaped  
15 ministry.
  - 16 • Discipleship: Teach truth by equipping growing disciples to develop Christ-like spiritual  
17 maturity.

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19 **III. Polity**

20 Affirming our Baptist heritage as a cooperative, self-governing body within the Christian  
21 community, the government of this Church shall be vested in its membership. It shall,  
22 however, maintain affiliation and cooperation with the Harrisburg Association of Baptist  
23 Churches, the American Baptist Churches of Pennsylvania and Delaware, and the American  
24 Baptist Churches, U.S.A.

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26 **IV. Doctrine**

27 This Church accepts the Holy Bible as an all sufficient basis for doctrine and practice.  
28 As a summary of principles for Christian conduct among its members, it adopts the following  
29 Church Covenant:

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- 31 • Mindful of our great heritage as American Baptists, as a part of the worldwide  
32 Body of Christ, His Church, we covenant together today to affirm our love for our  
33 Savior, for one another and for the world for whom He died.
  - 34
  - 35 • Grateful for the gift of God's incomparable revelation to us in Christ and in the  
36 Bible and for His continuing guidance through the Holy Spirit, we agree together  
37 to seek His will for our lives, individually and as a local congregation.
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  - 39 • Thankful for the absolute trustworthiness of Holy Scripture, we affirm our faith in  
40 the necessity of the New Birth for life eternal and for membership in His Church.

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- We covenant together, with God’s help, to avoid those forms of speech and conduct which degrade, exploit, and enslave persons and which dishonor the name of Christ. We renew our pledge to live a life consistent with His standards.
- We further agree to take time for prayer, study, and worship, both private and in the fellowship of our Church, with minds ever open to the truth.
- We affirm that the great unfinished task of the Church is the proclamation of Christ’s redeeming love to every race and nation, symbolized in Believer’s Baptism and in the Lord’s Supper. As ministers in Christ, we commit ourselves, our money, our time, and our talent to His service.
- Trusting in Him, we covenant together as sons and daughters, brothers and sisters, husbands and wives, to live each day so as to commend Christ to others.
- As we await His glorious return and His ultimate triumph, we rejoice in hope, exercise patience, practice hospitality, and show compassion toward those in need, ever striving toward Christian maturity, seeking the unity of the Spirit in the bond of peace. Amen

**V. Membership**

A. General Provisions.

Membership in this Church shall be by recommendation of the Diaconate. New members shall participate in a discipleship training class.

B. Membership Categories:

1. Full Membership

- a) By Baptism - Persons who confess Jesus Christ to be their Savior and Lord, have promised to live a Christian life, and have been baptized as a believer by immersion.
- b) By Letter - Immersed believers who present letters of dismissal and recommendation from other Christian churches.
- c) By Experience - By statement of Christian experience and previous believer’s baptism by immersion.
- d) By Restoration - Upon application to the Diaconate.

2. Associate Membership

- a) Requirements - Although full membership in this Church requires the Ordinance of Baptism by immersion, any person who professes

84 faith in Christ and is a member of any Christian Church, may, upon  
85 presenting his letter of transfer and recommendation or by  
86 statement of Christian experience, be accepted as an associate  
87 member.

- 88 b) Limitations - Associate members shall enjoy all rights, privileges,  
89 and watchcare of the Church and shall be eligible to vote on all  
90 matters, except amendments to the By-laws or matters which  
91 determine the Church's relationship to the mortgaging of Church  
92 real estate. Associate members shall not be eligible for  
93 membership on the Board of Deacons or Board of Trustees.  
94

### 95 3. Inactive Membership

- 96
- 97 a) If any member fails to participate in the life and ministry of the  
98 Church by attendance or by financial contribution for a period of  
99 one year or more, they may be placed on the inactive membership  
100 roll. The procedure for such action shall be:  
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- 102 1) If possible, they shall be contacted by the Diaconate to  
103 determine their interest.
  - 104 2) They shall be invited and encouraged to return to the  
105 fellowship of the Church.
  - 106 3) Upon a majority vote of the Diaconate, they shall be  
107 considered a candidate for the Inactive Roll.
  - 108 4) Written notice of this possibility shall be sent to the person, if  
109 possible.
  - 110 5) If there is no response within ninety days, such person shall  
111 be placed on the inactive roll.
  - 112 6) Report of such action shall be made at a regular business  
113 meeting.  
114
- 115 b) Ministry to Inactive Members - In the event of crisis or need,  
116 the Pastor(s) and the Church will respond as appropriately  
117 as possible to the needs of the persons on the inactive  
118 membership roll.
- 119 c) Members on the inactive roll will not be included in Church  
120 statistics, cannot vote on Church business, or hold  
121 membership as a Church officer, board or committee  
122 member.
- 123 d) Reinstatement to Full Membership - An inactive member  
124 may be returned to either full or associate membership, upon  
125 approval by the Diaconate, following a reasonable period of  
126 active involvement in the life and ministry of the Church.  
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4. Removal of members

- a) By letter - Any member who desires a letter of transfer and recommendation to any other church, may receive it upon written request and upon approval of the Diaconate and vote of the Church at any stated meeting. The name and address of the church to which membership is requested shall be named in the request, and the letter shall be sent to the Pastor or Clerk of that church. Letters of transfer should specify whether a person is a full, associate, or inactive member.
- b) By Exclusion - Should any member become an offense to the Church by reason of immoral or unchristian conduct, the Church may terminate membership, but only after faithful efforts have been made to bring such member to repentance and renewal of Christian life.
- (c) By Death of Member.

**VI. Officers, Boards, Committees, and Teams**

Purpose: It shall be the responsibility of the officers, boards, committees and teams to act in concert on behalf of the congregation, under the guidance of the Holy Spirit and in an environment of caring and nurturing, to apply principles of faith, vision, flexibility, and imagination to the growth and vitality of the Church.

A. Officers

1. General Provisions

- a) The officers of this Church shall be the Pastor(s), Moderator, Clerk, Treasurer, Financial Secretary, Chair of the Board of Deacons, Chair of the Board of Trustees, Church Historian, and Technology Director.
- b) Selection. All officers (except the Pastors and Chairs of the Boards of Deacons and Trustees), shall be elected at the quarterly business meeting in October, for a term of one year.
- c) Qualifications. All officers shall be members of the Church for at least one year.
- d) All officers, except the Pastor(s), shall assume office on January 1 of the year following their election.
- e) All officers shall, upon leaving office, deliver all books and records to their successors.
- f) The incumbent officer shall be responsible for preparing and delivering the annual report.
- g) Removal from Office. The membership may by majority vote, for good and sufficient cause, remove from office any officer upon

172 recommendation of the Advisory Council.

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2. Moderator

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a) The Moderator shall:

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1) Preside at the annual business meeting and all other business meetings of the Church.

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2) Confer with the officers and various board members concerning the most effective handling of business items.

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3) Exercise discipline and good order, giving fair hearing to all Church members.

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4) Call special business meetings at any time, provided public notice of the time and place of the meeting shall have been given.

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5) Serve as chairperson of the Advisory Council and assure that it maintains and administers the vision, purposes, and strategic plan as set forth by the Church.

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b) In the absence of the Moderator, the chairperson of the Board of Trustees shall act as Moderator. In the absence of both the Moderator and the chairperson of the Board of Trustees, the chairperson of the Diaconate shall act as Moderator.

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c) The Moderator shall not be a member of any Church board.

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d) The Moderator shall have the privilege of attending any meeting of any board, committee, or team as a nonvoting ex officio member.

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e) The Moderator shall report to the congregation.

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3. Clerk

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a) The Clerk shall:

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1) Keep accurate minutes of the business meetings of the Church.

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2) Keep a complete roll of Church members and their addresses.

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3) Issue letters of transfer and recommendation as directed by the Church.

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4) Be responsible for official correspondence including denominational reports.

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5) Assure proper filing and preservation in the Church office of all letters, reports, and documents pertaining to the office.

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6) Serve as secretary of the Advisory Council.

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b) The Clerk shall report to the Advisory Council.

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- 215 4. Treasurer  
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217 a) The Treasurer shall:  
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219 1) Be custodian of all moneys contributed to the Church for  
220 general expenses, missions, and benevolences (except the  
221 Fellowship Fund).  
222 2) Be adequately bonded.  
223 3) Disperse funds as authorized by the Church or the Board of  
224 Trustees.  
225 4) Make payments by check, which shall be countersigned by  
226 designated members of the Board of Trustees.  
227 5) Present to the Church at each stated business meeting, or  
228 more often if requested, an itemized report of receipts and  
229 disbursements showing the actual financial condition of the  
230 Church.  
231 6) Present the books for audit at the close of the fiscal year, or  
232 more often if so requested by the Church or the Board of  
233 Trustees.  
234 b) The Treasurer shall be responsible to the Advisory Council.  
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236 5. Financial Secretary  
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238 a) The Financial Secretary shall:  
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240 1) Assign stewardship envelopes for contributions to Church  
241 expenses and benevolences.  
242 2) Keep confidential records of moneys subscribed for all  
243 purposes (except the Fellowship Fund).  
244 3) Keep account of and turn over to the Treasurer all amounts  
245 contributed for the expenses of the Church and for its  
246 benevolent work.  
247 4) Provide receipts at least annually to those who have made  
248 contributions toward the expenses or benevolences of the  
249 Church.  
250 b) The Financial Secretary shall be responsible to the Advisory  
251 Council.  
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253 6. Church Historian  
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255 a) The Church Historian shall:  
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257 1) Be responsible for the care and safe keeping of past records



258 and photographs of the Church, its members, organizations,  
259 and activities.

260 2) Keep archive copies of annual reports, newsletters, Church  
261 bulletins, and other pertinent historical materials.

262 3) Maintain a roll of special non-monetary gifts to the Church.

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264 b) The Church Historian shall report to the Advisory Council.

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266 7. Technology Director

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268 a) The Technology Director shall:

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270 1) Convene as necessary and manage technology teams.

271 2) Manage and administer the technology resources of the  
272 Church.

273 3) Manage the technology budget.

274 4) Implement and support required systems and services.

275 b) The Technology Director shall be responsible to the Advisory  
276 Council.

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279 B. Advisory Council

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281 Purpose: The Advisory Council is vested with the responsibility of coordinating and  
282 supporting the activities of the membership, staff, boards, committees, and teams in balancing  
283 and fulfilling the purposes and strategic plan of the Church, and keeping before the Church the  
284 vision and mission to love God, invite friends, grow together, help others, and teach truth.

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286 1. General Provisions

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288 a) The Advisory Council shall consist of the Moderator (who shall act as  
289 chairperson), Clerk (who shall act as secretary), chairpersons of the  
290 Church boards, and two members of the Church  
291 elected at large to a one year term at the October business meeting.  
292 Members at large shall not serve on any Church board. The Pastor and  
293 Associate Pastor(s) shall be voting ex officio members of the Council.  
294 The Treasurer and Financial Secretary shall be non-voting ex officio  
295 members of the Council.

296 b) The at large elected members shall not serve more than three  
297 consecutive terms.

298 c) Duties and responsibilities.

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- 1) The Advisory Council, in consideration and furtherance of the purposes of the Church, will coordinate activities of the staff, boards, committees, and teams represented on the Council by providing guidance, encouragement, and support as they plan, develop, and grow programs, courses of instruction and spiritual growth, and teams to fulfill the objectives under their stewardship.
  - 2) The Advisory Council shall maintain an up-to-date job description for each Church officer, board, committee, and team, and for the Advisory Council.
  - 3) The Advisory Council shall monitor the creation, responsibilities, and duration of committees and teams, and shall receive at least semi-annual reports from the boards on the activities of their teams.
  - 4) Matters to come before the Church membership shall be considered by the Advisory Council before being presented to the Church. It shall submit to the Church recommendations on such matters as may be referred to it by the congregation, the boards, or committees of the Church. It may also make recommendations to the Church on its own.
  - 5) The Advisory Council shall be instrumental in developing an overall program for the Church, including long range planning.
  - 6) The Advisory Council shall promote cooperative relationships, and assist in resolving any disagreements, between and among any of the boards or other organizations of the Church.
  - 7) The Advisory Council shall have primary responsibility and accountability for pastoral relations, and shall:
    - a) Endeavor to strengthen the relationship between the Pastor(s) and the congregation.
    - b) Meet with the Pastor(s) at least twice each year; at least once a year reviewing the Pastors' performance and compensation requirements, including goals mutually established by the Pastor(s) and the Diaconate.
    - c) Counsel with the Pastor(s) regarding their continuing education program.
    - d) Promptly and in a positive and prayerful way deal with any problem arising between a Pastor and member(s) of the congregation.
    - d) The Advisory Council shall meet as necessary to consider the general spiritual and financial state of the Church.
    - e) Meetings of the Advisory Council may be called at any time by any of its members, providing at least one week's notice of such meeting has been given to all Advisory Council members.

343 C. Boards  
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- 345 1. General Provisions
- 346 a) The official Church boards shall be the Board of Deacons, Board of
- 347 Trustees, Board of Christian Education, and Board of Missions.
- 348 b) In addition to the responsibilities conferred by these bylaws, each board
- 349 shall fulfill the purposes of the Church strategic plan and any other
- 350 assignment of the Advisory Council, and shall delegate, coordinate,
- 351 communicate with, and oversee teams charged with “doing” these tasks.
- 352 c) Qualifications and limitations
- 353 1) All board members must have been active in West Shore Baptist
- 354 Church for at least one year prior to becoming a member of a board
- 355 and be a current member of West Shore Baptist Church.
- 356 2) Members of the Diaconate and Board of Trustees shall be full
- 357 members of the Church.
- 358 3) No board members may serve on more than one board at a time.
- 359 4) Immediate family members (spouse, children or siblings) may not
- 360 serve concurrently for more than one year on the same board.
- 361 5) Members of the boards shall be elected at the October business
- 362 meeting for a term of three years, except when completing the
- 363 unexpired term of a former board member.
- 364 d) Elected members of boards shall not serve on the same board for more
- 365 than two consecutive terms. A person may serve on a board after at least
- 366 two years have elapsed following the expiration of the second term.
- 367 e) A person filling a vacancy of one year or more of an unexpired term shall
- 368 be considered to have served a full term. One who fills a vacancy of less
- 369 than one year shall be eligible for a full two terms in office as a board
- 370 member.
- 371 f) All board members shall assume office on January 1 of the year following
- 372 their election.
- 373 g) All boards shall elect their own chairperson, assistant chairperson,
- 374 secretary, and treasurer (if needed) at the first meeting of the new
- 375 calendar year. This information shall be provided to the Church Clerk.
- 376 h) Any board member who is no longer able to function in his official
- 377 capacity, shall resign his office immediately by submittal of a letter to the
- 378 Moderator. At the next business meeting, the Advisory Council shall
- 379 present the name of a successor to be elected to serve the unexpired term
- 380 of office.
- 381 i) A quorum shall consist of the majority of the membership of any board. A
- 382 quorum is required to conduct business.
- 383 j) All boards shall submit written reports at each quarterly business meeting.
- 384 k) The incumbent board chairman shall be responsible for delivering the
- 385 board’s report at the annual business meeting.
- 386 l) Removal from Office. The Church membership for good and sufficient
- 387 cause may by majority vote remove from office any board member after
- 388 recommendation by the Advisory Council.

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2. The Board of Deacons

Purpose: The Diaconate will have responsibility for coordinating, administering, and growing the purposes of worship and fellowship.

- a) The Diaconate shall consist of no fewer than six, and no more than twelve members who shall be elected for a term of three years with one-third of their number being elected each year. A minimum of one-third of their number shall represent each gender.
- b) The Diaconate shall:
  - 1) Worship: Assist the Pastors with the spiritual welfare of the congregation, and assist the Pastors in planning and implementation of all worship services and programs.
  - 2) Worship: Assist the Pastors in administering ordinances by preparing and serving communion and assisting at baptisms.
  - 3) Worship: Provide flowers or other appropriate decorations.
  - 4) Worship: Encourage and support personal spiritual growth and faith sharing.
  - 5) Worship: Oversee the Church's music and drama ministries, in regular consultation with the Church's music and drama leaders and music staff.
  - 6) Worship: Oversee the Church's use of technology within worship and consult, as needed, with the Trustees regarding audio or visual needs.
  - 7) Fellowship: Oversee the Church's ushers, greeters, and welcome center ministries.
  - 8) Fellowship: Oversee the periodic provision of new member classes for prospective adult, youth, and elementary age children interested in believers' baptism and membership.
  - 9) Fellowship: Determine and oversee Church ministries of hospitality such as fellowship dinners, coffee fellowships, pot-luck luncheons, post-funeral luncheons, and other hospitality and fellowship events.
  - 10) Fellowship: Implement a Church visitation program, including visitation of current members and welcome and outreach to visitors and guests.
  - 11) Fellowship: Interview all candidates for membership in the Church and make recommendations to the congregation.
  - 12) Fellowship: Perform duties relative to membership and the membership roll as provided in Article V.
  - 13) Fellowship: Provide member care and assistance through administering the Diaconate benevolence fund.
  - 14) Prepare and present to the Trustees an annual budget for

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programs in the areas of responsibility of the Diaconate.

- c) In the temporary absence of the Pastor(s) or whenever the Church is without a Pastor, the Chairperson of the Diaconate, with the assistance of the Board, shall make arrangements for a pulpit supply. Board members shall assume all pastoral duties (other than those that may be performed only by an ordained minister of the Gospel) which pertain to the spiritual life of the Church, unless and until some other person or groups of persons is selected by the Church to perform such duties.

### 3. Board of Trustees

Purpose: The Board of Trustees, in anticipation of the needs and activities of the Church, shall administer the Church's corporate welfare, including budget and finance, personnel, legal, and physical plant, and shall administer development of the Church's lay ministry.

- a) The Board of Trustees shall consist of no fewer than six and no more than nine members, elected for a term of three years with one-third of the membership elected each year.
- b) The Board of Trustees shall:
  - 1) Hold in trust all property belonging to the Church and shall take all necessary measures for its protection, management, and upkeep, and shall determine the use of Church property for all special purposes.
  - 2) Act as agent for the Church in all legal matters including real estate. However, the Board of Trustees shall have no power to buy, sell, mortgage, lease, or transfer any real property without the specific vote of the Church authorizing such action.
  - 3) Have general supervision over the collection, management, and expenditure of all funds of the Church, except the Diaconate benevolence fund. The Board shall administer the budget faithfully, while recognizing that the activities of boards and teams through the budget year may require flexibility and adaptation.
  - 4) The Board of Trustees shall designate the bank where the funds of the Church shall be deposited. All bills authorized for payment by the Church shall be approved by the Board of Trustees before payment is made. Total unbudgeted expenditures in excess of 5% of the total annual budget must have prior Church approval. Any unbudgeted expenditure in excess of \$1,500 shall be reported to the congregation at the next scheduled business meeting.
  - 5) Recommend for action by the Church the creation or abolition of paid non-pastoral staff positions and, pursuant to authorization, budget, and the provisions of the Church personnel policy, hire,

- 478 supervise, fire, and fix the compensation for Church employees on  
479 behalf of the Church. One member of the Board of Trustees shall  
480 be designated Personnel Committee Chairperson.
- 481 6) Provide adequate bonding for the Treasurer and other persons  
482 designated by the Board of Trustees, whose duties would require  
483 coverage.
- 484 7) Perform such other duties as required by the Church or  
485 governmental authority.
- 486 8) Supervise the ways and means of raising the necessary funds for  
487 the support of the Church.
- 488 9) Designate three of its members to serve with the Treasurer and  
489 Financial Secretary as a Finance Committee for the purpose of  
490 developing the annual budget to be presented to the congregation  
491 at the annual meeting. The proposed budget shall be presented to  
492 the Board of Trustees and to the Advisory Council for approval and  
493 recommendation to the congregation. The budget shall, to the  
494 extent possible, reflect the programs recommended by the boards  
495 in furtherance of the purposes of the Church, and shall provide  
496 flexibility to adapt expenditures through the year as guided by the  
497 Holy Spirit.
- 498 10) Ministry: Develop and oversee a program to identify and catalog  
499 volunteer opportunities, and to recruit, train, and place all  
500 volunteers serving within the Church, focusing on individuals'  
501 spiritual gifts, heart, abilities, personality, and experience.
- 502 11) Ministry: Oversee lay ministry development through the use of  
503 teams to develop, recruit and place lay leaders, and to provide lay  
504 ministry training including periodic specialized training and in-  
505 service mentoring opportunities for current lay leaders.

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507 4. Board of Christian Education

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509 Purpose: The Board of Christian Education shall administer discipleship within  
510 the Church, including mentoring children and youth and enhancing the spiritual  
511 maturity of adults.

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- 513 a) The Board of Christian Education shall consist of no fewer than six and no  
514 more than nine members elected for a term of three years, with one-third  
515 of the membership elected each year.
- 516 b) The Board of Christian Education shall:
- 517 1) Discipleship: Oversee the educational program of the congregation  
518 for children and youth, including nursery and child care, children's  
519 Sunday school, children's church, middle school and high school  
520 Sunday school, children's groups and youth groups, and young  
521 adult ministries.
- 522 2) Discipleship: Oversee the educational program of the congregation

- 523 for adults, including adult Sunday school classes and small group  
524 ministries.
- 525 3) Discipleship: Oversee the periodic provision of discipleship  
526 training, including developing spiritual maturity, and encouraging  
527 participation in such training.
- 528 4) Discipleship: Seek and develop workers through leadership and  
529 teacher training programs.
- 530 5) Discipleship: Review and approve curriculum for all educational  
531 programs.
- 532 6) Discipleship: Designate one member of the Board of Christian  
533 Education as Church School Superintendent, to carry out the  
534 decisions of the Board with regard to curriculum, textbooks,  
535 teaching standards, and teacher and officer appointments of the  
536 Church School, and to be in charge of the special programs of the  
537 Church School.
- 538 7) Discipleship: Appoint all Church School officers and teachers.
- 539 8) Discipleship: Determine space and location of Church School  
540 classes as required.
- 541 9) Discipleship: Plan for special programs such as Vacation Bible  
542 School, Christmas, Easter, etc.
- 543 10) Discipleship: Have responsibility for coordination and promotion of  
544 small groups.
- 545 11) Discipleship: Promote, maintain, and expand the Church library.
- 546 12) Discipleship: Plan, approve, coordinate, and supervise a program  
547 of youth ministries.
- 548 13) Discipleship: Recruit and schedule persons as needed to provide  
549 child care during worship services and meetings of the Church.
- 550 14) Prepare and present to the Trustees an annual budget for the  
551 educational needs of the Church School and other Christian  
552 educational ministries.
- 553 15) Have responsibility for recommending to the Trustees distribution of  
554 the scholarship fund(s).

555  
556 5. Board of Missions  
557

558 Purpose: The Board of Missions shall administer the Church's activities  
559 supporting the purposes of local and global missions and evangelism,  
560 including outreach and engagement in social concerns.

- 561
- 562 a) The Board of Missions shall consist of no fewer than six and no  
563 more than nine members elected for a term of three years, with  
564 one-third of the membership elected each year.
- 565 b) Non-voting ex officio members of the Board of Missions shall include a  
566 designated representative of the American Baptist Women and the

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American Baptist Men.

c) The Board of Missions shall:

- 1) Evangelism: Promote and provide opportunities to the congregation to engage in community outreach evangelistic ministries, inviting people from the greater Camp Hill community to visit and become members of WSBC.
- 2) Evangelism: Working with the Pastors, reach out into the Camp Hill and neighboring communities to draw in the unchurched, and reach out within the Church membership to encourage the faith journey of those not baptized, those not full members, and those no longer active.
- 3) Evangelism: Provide bridge opportunities for inter-generational, inter-cultural, and inter-denominational activities.
- 4) Evangelism: Work with the Diaconate to encourage and foster the congregation's relationship to and shared ministry with sister churches, including culturally diverse congregations in the local area.
- 5) Evangelism: Oversee personal evangelism and servant-evangelism equipping and engagement, including periodic provision of evangelism training and encouraging participation in such training.
- 6) Evangelism: Oversee the Church's corporate prayer ministries, including the prayer chain ministry and other Church-wide prayer emphases and events.
- 7) Evangelism: Oversee the Church's public relations media ministry, and the Church website ministry.
- 8) Missions: Research, budget, recommend to the congregation, promote, and administer one or two American Baptist related mission trips, local, national and/or international in which members and friends of the Church may participate.
- 9) Missions: Provide leadership for program mission education, involvement and support for local, regional, national and international mission opportunities. This effort will include promoting American Baptist missions stewardship efforts established by ABCOPAD and setting goals for WSBC annual missions offerings.
- 10) Missions: Act as a "clearing house" for all requests for funding community services or world mission projects, and make recommendations to the Board of Trustees for action.
- 11) Missions: Encourage financial support of world missions and community ministries by establishing a mission budget to be submitted annually for approval by the congregation.
- 12) Missions: Guide the congregation in ministries of social action and compassion, either locally or regionally, in helping the hungry, the



612 homeless, other persons and other groups with special needs.

613 D. Special Committees

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615 The Advisory Council may, from time to time, appoint and convene special committees  
616 for the purpose of pastoral search, nominating, auditing, bylaws, or other functions as  
617 deemed necessary. Each committee shall have a defined objective and time line and  
618 shall report to the Advisory Council no less than semiannually.

619

620 E. Teams

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622 1. General Provisions

623

- 624 a) Teams are charged with “doing”, and are composed of men and women  
625 and youth selected to serve according to their passions and gifts, fulfilling  
626 the Church’s purpose to love God, invite friends, grow together, help  
627 others, and teach truth.
- 628 b) Team members must be full or associate members or friends of the  
629 Church, including youth and adults, who are committed and contributing to  
630 the vision and values of the Church and who offer their service based  
631 upon their perceived spiritual gifts, heart, abilities, personality, and  
632 experience.
- 633 c) Teams may be defined by Pastors, the Advisory Council, boards, or other  
634 Church members, or may be volunteers offering their services, and shall  
635 be presented to the board responsible for that area of ministry identified by  
636 the team definition. The teams are formed by one or more (should areas  
637 of ministry overlap) boards to accomplish a specific task, ministry, or  
638 objective within or for the Church. One board shall be designated the  
639 primary board to which the team shall report.
- 640 d) Upon formation a team shall establish with, and obtain approval  
641 from, their primary board:
- 642
- 643 1) Goal(s), scope, and intended purpose, which shall relate to the  
644 Church’s strategic plan and at least one of the overseer board’s  
645 major responsibilities.
- 646 2) Budget,
- 647 3) Anticipated schedule and duration, and
- 648 4) Team members and structure.
- 649 e) Teams are anticipated to be ad hoc in nature and of relatively short  
650 duration to develop leadership, encourage diverse fellowship, and  
651 execute team based ministry within the Church. As such, a team  
652 shall require approval from its primary board annually for goal(s)  
653 and purpose, budget, schedule, and membership. The annual  
654 approval shall occur on or about September 1 to facilitate the  
655 Church budget process, but teams may be created during the year

- 656 as requirements of the Church dictate.
- 657 f) Teams consist of as many members as are required to perform their task  
658 or objective with at least one member from the board to which the team  
659 reports.
- 660 g) Each team shall meet as often as required to effectively conduct business.  
661 Each team shall keep accurate records of its activities and report to the  
662 primary board routinely as required by the board. Each board will in turn  
663 report to the Advisory Council at least semiannually on its team activities.
- 664 h) The primary board may for good and sufficient cause by majority vote  
665 remove any team member or disband the team after recommendation by  
666 the Advisory Council.
- 667

## 668 VII. Pastorate

### 669 A. Pastor, Associate Pastor, Assistant Pastor(s)

#### 670 1. Selection

671

672 The Pastor(s) shall be chosen upon recommendation of a pastoral search  
673 committee convened by the Advisory Council and elected by written ballot  
674 of the Church membership at a special meeting. Notice of the meeting  
675 and its purpose shall be read from the pulpit on two successive Sundays,  
676 and advance written notice given to the membership by mail. An  
677 affirmative vote of three-fourths of qualified members present, provided  
678 that twenty-five percent of the membership is present and voting, shall be  
679 necessary to extend a call.

680

681

#### 682 2. Qualifications

- 683
- 684
- 685 a) The Senior Pastor shall be an ordained Baptist minister, believing  
686 in and preaching the Gospel of Jesus Christ and cooperative with  
687 the purpose and program of the American Baptist Churches, U.S.A.
- 688 b) The Associate Pastor and the Assistant Pastor(s) shall be  
689 ministers, believing in and preaching the Gospel of Jesus Christ  
690 and cooperative with the purpose and program of the American  
691 Baptist Churches, U.S.A.

#### 692 3. Responsibilities of the Senior Pastor

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694

695 The Senior Pastor shall:

- 696
- 697 a) Be charged with the spiritual welfare of the congregation.
- 698 b) Preach the Gospel, administer the ordinances, promote

- 699 evangelism, and be in charge of the services of public worship.
- 700 c) Carry out a program of pastoral visitation.
- 701 d) Coordinate the duties of the other staff Pastors.
- 702 e) Supervise and evaluate the staff employees in consultation with the
- 703 Board of Trustees.
- 704 f) Be a non-voting ex officio member of all boards of the Church.
- 705
- 706 4. Responsibilities of the Associate and Assistant Pastor(s)
- 707
- 708 The Associate and Assistant Pastor(s) shall:
- 709
- 710 a) Be charged with the spiritual welfare of the congregation.
- 711 b) Preach the Gospel, administer the ordinances, and promote
- 712 evangelism.
- 713 c) Participate in a program of pastoral visitation.
- 714 d) Be a non-voting ex officio member of all boards of the Church.
- 715 e) In the absence of the Senior Pastor, take direction from the
- 716 Advisory Council.
- 717 f) Assist the Pastor in carrying out the duties of the Pastorate
- 718 pursuant to the description of duties approved by the Advisory
- 719 Council.
- 720
- 721 5. Accountability
- 722 a) The Pastor(s) shall annually develop ministry goals and objectives
- 723 with the assistance of the Diaconate. They shall be reviewed and
- 724 adjusted as appropriate.
- 725 b) The Pastor(s) shall present a report to the membership at the
- 726 annual and quarterly business meetings.
- 727 c) They will be accountable to the Board of Trustees in particular and
- 728 the membership in general for activities or transactions involving
- 729 personnel management, monies, property, or facilities belonging to
- 730 the Church.
- 731 d) They will be subject to periodic review of job performance, personal
- 732 conduct, professional development, and compensation adjustment
- 733 (within budget established by the congregation) by the Advisory
- 734 Council.
- 735
- 736 6. Termination
- 737 a) A Pastor's term of office may be ended upon a minimum thirty days
- 738 written notice by either the Pastor or the Church through the
- 739 Church Clerk.
- 740 b) Termination of a Pastor by the Church shall be voted on at a
- 741 special business meeting, after its purpose is announced from the

742 pulpit on two successive Sundays and advance written notice given  
743 to the membership by mail. An affirmative vote by written ballot of  
744 a majority of members present is required for termination, providing  
745 those present are not less than thirty five percent of the total  
746 Church membership.

747

748 **VIII. Elections**

749

750 A. Time

751

752 Election of officers and boards shall be held during the quarterly business  
753 meeting of the Church in October.

754

755 B. Qualifications of voters

756

757 1. All matters pertaining to the purchase, sale, or mortgage of real property  
758 shall be voted on only by members who are at least eighteen years of age  
759 and are full members of the Church.

760 2. On all other matters, members in good standing are entitled to vote,  
761 except as noted in Article V, Section B.2.

762

763 C. Nominations from the membership

764

765 At the October quarterly business meeting it shall be the privilege of any member  
766 present and qualified to vote, to place in nomination the name of any qualified,  
767 eligible, and willing person for any elective office.

768

769 D. Vacancies

770

771 Vacancies occurring during the year shall be filled for the unexpired term by  
772 election at any business meeting.

773

774 **IX. Meetings**

775

776 A. Worship Services

777

778 1. The Church shall meet regularly each Lord's Day for worship and the  
779 preaching of the Gospel. Provision shall be made for the meetings of the  
780 Church School and fellowship groups.

781 2. The ordinance of the Lord's Supper shall be observed by the Church on  
782 the first Lord's Day of each month.

783 3. Any service of the Church may be temporarily changed or omitted, by

784 action of the Diaconate and the Pastors.  
785  
786

787 B. Business Meetings  
788

- 789 1. The annual meeting shall be held on the third Sunday in January for the  
790 purpose of receiving annual reports, adoption of the budget and  
791 transaction of such other business as is proper to come before this  
792 meeting.  
793 2. Quarterly business meetings may also be held on the third Sundays of  
794 April, July, and October or at such times as the Advisory Council may  
795 determine. If no quarterly meeting is held, the chairperson of each board,  
796 Financial Secretary, and Treasurer shall make written reports available to  
797 the congregation by the date the meeting would have taken place. The  
798 Pastorate, any other officers or special committees may also provide  
799 written reports if necessary.  
800

801 C. Special Business Meetings  
802

- 803 1. Special business meetings may be called at any time by the Moderator, by  
804 the Pastor(s), or, upon written request of twenty members of the Church,  
805 by the Church Clerk.  
806 2. Notice of a special meeting and the purpose for which it is being called  
807 shall be given from the pulpit at least two successive Sundays in advance  
808 of the date of the meeting and by advance written notice to the  
809 membership by mail.  
810 3. A special business meeting shall be required to buy, sell, mortgage, lease,  
811 or transfer any real property. Real estate transactions shall require a vote  
812 of three-fourths of the members present, provided there is present thirty-  
813 five percent of the Church membership, except as noted in Article V,  
814 Section B.2., and Article VIII, Section B.  
815 4. A special business meeting shall be required to call or terminate a Pastor.  
816

817 D. Quorum  
818

- 819 1. At business meetings and special business meetings, a quorum shall  
820 consist of 20% of the membership of the Church, unless otherwise  
821 specified in these Bylaws.  
822 2. If a quorum is not present at any properly called business meeting, both  
823 old and new business may be considered and voted on with the following  
824 provisions:  
825 a) Any action taken by such a meeting shall be published in the  
826 Church Bulletin for two consecutive Sundays.  
827 b) If said action is not challenged for twenty days, it shall become a

828 confirmed action.  
829 c) If an action is challenged by any member of the Church by written  
830 notice to the Church Clerk and Moderator, that action shall be  
831 tabled to be considered again at the next business meeting at  
832 which a quorum is present.

833

834 **X. Church Year**

835

836 The fiscal year of the Church shall be the calendar year.

837

838 **XI. Amendments**

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- 840 A. These Bylaws may be amended at a regular or special business meeting of the  
841 Church by a three-fourths vote of the members present.
- 842 B. The Advisory Council shall consider all by-laws recommendations presented to it  
843 by any officer, board, committee, or by the Church. The Moderator shall appoint  
844 from within the membership of the Advisory Council or from the membership at  
845 large a by-laws committee to review or develop changes to the by-laws; and after  
846 review by the Advisory Council, submit to the Church for action any proposed  
847 amendments to the bylaws which it deems advisable.
- 848 C. Notice of such amendment, stating the proposed change, shall have been given  
849 from the pulpit on two successive Sundays and by advance written notice to the  
850 membership by mail.

851

852 **XII. Rules of Order**

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854 The rules contained in "Robert's Rules of Order Revised" shall govern the business  
855 proceedings of this Church in all cases where they are not inconsistent with these  
856 Bylaws.

857

858 Note: The masculine gender, as used in these Bylaws, denotes either sex.